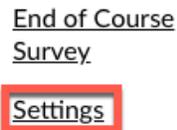


Adding ZOOM to Your Course in Canvas

1. Navigate to your course in Canvas. Add Zoom to the Course Navigation List

- Click on **Settings** (at the bottom of the Course Menu)



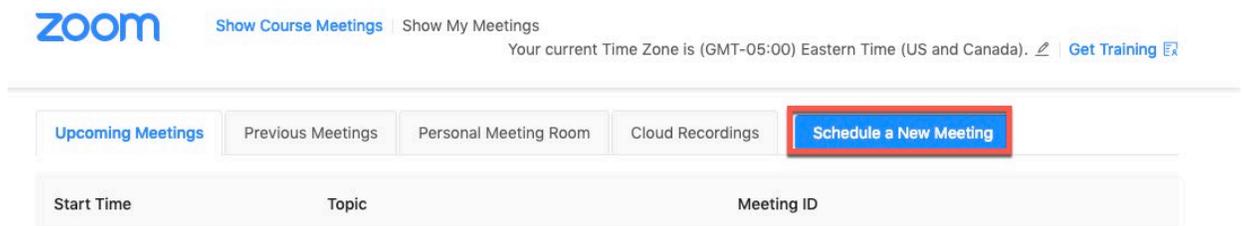
- Click on **Navigation**



- Drag Zoom from the bottom of the menu to the top to where you want it to appear in the Course Menu.

2. Click on **Zoom** in the Course Menu.

3. Schedule a Meeting



The Zoom landing page shows information on upcoming meetings and previous meetings. Any user with the correct permissions will see the **Schedule a New Meeting** button.

- Click the Schedule a New Meeting button to display the **Schedule a Meeting** page.

[Course Meetings](#) > Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Registration Required

Security Passcode
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

Meeting Options

Enable join before host

Mute participants upon entry

Use Personal Meeting ID 5926263904

Record the meeting automatically in the cloud

Alternative Hosts

Example: john@company.com, peter@school.edu

- Zoom supports recurring meetings that sync with the Canvas Calendar. Enable the **Recurring meeting** checkbox if you need to schedule, daily, weekly, monthly or a No Fixed time meeting. When this checkbox is enabled, you see the **Recurrence, Frequency,** and **Count** fields, where you can customize the number of meetings and how frequently they occur.

Time Zone

GMT-05:00 Eastern Time (US and Canada)

Recurring meeting **Every day, until Mar 09, 2019, 5 occurrence(s)**

Recurrence

Repeat every **day**

End date **By** **After** **occurrences**

- When you schedule a recurring meeting, you can expand it in the list of upcoming meetings.

| | | | | |
|-------------------------------------|-----------------------------|-------------|--------------------------------------|---------------------------------------|
| Today (Recurring) 11:00 AM | Test Course | 271-195-467 | <input type="button" value="Start"/> | <input type="button" value="Delete"/> |
| Mon, Mar 11 (Recurring) 11:00 AM | Test Course | 271-195-467 | | <input type="button" value="Delete"/> |
| Tue, Mar 12 (Recurring) 11:00 AM | Test Course | 271-195-467 | | <input type="button" value="Delete"/> |
| Mon, Mar 18 (Recurring) 11:00 AM | Test Course | 271-195-467 | | <input type="button" value="Delete"/> |
| Tue, Mar 19 (Recurring) 11:00 AM | Test Course | 271-195-467 | | <input type="button" value="Delete"/> |

1. Delete a Meeting

Only the meeting creator can delete a meeting that has been created using the Zoom for Canvas tool.

- On the **Upcoming Meeting** list, click **Delete** next to the meeting to be deleted.
- Click **OK** in the pop-up dialog to confirm that the meeting is to be deleted. If this is a reoccurring meeting, the user will be prompted to delete one occurrence or all occurrences.

2. Start a Meeting

Instructors within the Canvas course can click **Start** to launch a scheduled meeting.

3. Automatically Create Meeting Notifications

Canvas users are notified via a Canvas conversation message and a Canvas calendar event when a meeting is created. If a meeting is deleted, Canvas users receive a Canvas conversation message and the meeting is removed from their Canvas calendar.

4. Displaying Recordings

Click the **Cloud Recordings** tab to see the list of meetings that have been recorded within the course. If the recording is not ready, it will show a status of “processing”. When the recording is ready, you can play, publish and share, or download the recording. You can also chose to delete the recording.